



Closeout Presentation and Final Report Procedures



Format: Closeout Presentation

(Use PowerPoint / No Smaller than 18 pt Font)

2.1 Use Section Number/Title corresponding to writing assignment list.

List Review Subcommittee Members

List Assigned Charge Questions and Review Committee Answers

2.1.1 Findings – What the project told us

- In bullet form, include your account of factual technical, cost, schedule, and management. Information provided/presented by the Project

2.1.2 Comments – What we think about what the project told us

- In bullet form, include your assessment of project status (observations, concerns, feedback, suggestions, etc.) based on the findings. This section carries more emphasis than the Findings, but does not require an action as do the Recommendations. Do not number your comments.

2.1.3 Recommendations – What we think the project needs to do

- 1. Beginning with an action verb, provide a brief, concise, and clear statement with a due date.**
- 2.**



Format: Final Report

(Use MS Word / 12pt Font)

2.1 Use Section Number/Title corresponding to writing assignment list.

2.1.1 Findings – What the project told us

Include a brief narrative description of technical, cost, schedule, and management information provided by the project. Each subcommittee will emphasize their area of responsibility.

2.1.2 Comments – What we think about what the project told us

Descriptive material assessing the findings and making observations and conclusions based on the findings. **In addition, the committee's answer to the charge questions should be contained within the text of the Comments Section.** Do not number your comments.

2.1.3 Recommendations – What we think the project needs to do

1. Beginning with an action verb, provide a brief, concise, and clear statement with a due date.
- 2.
- 3.

Please Note: Recommendations are approved by the full committee and presented at the review closeout briefing. Recommendations SHOULD NOT be changed or altered from the closeout report to the Final Report.



- **Present closeout reports in PowerPoint.**
- **Forward your sections for each review report (in MSWord format) to Casey Clark, casey.clark@science.doe.gov, by Monday, August 4, 8:00 a.m. (EDT).**



Closeout Report on the DOE/SC CD-2/3 Review of the

Muon $g-2$ Project

Fermi National Accelerator Laboratory

July 29-31, 2014

Kurt W. Fisher

Committee Chair

Office of Science, U.S. Department of Energy

<http://www.science.doe.gov/opa/>



1. Do the proposed technical design and associated implementation approach satisfy the performance requirements? How has the project team ensured that the subsystems will be fully integrated? Are the CD-4 goals reasonable and well defined?
3. Is the management structure and resources adequate to deliver the proposed technical scope within the baseline budget and schedule as specified in the PEP?
4. Is the documentation required by DOE Order 413.3B for CD-2 complete?
6. Has the project responded satisfactorily to the recommendations from the previous independent project review?
7. Is the detailed design sufficiently mature so that the project can commence procurement and fabrication? Are the current project cost and schedule projections consistent with the baseline cost and schedule in the PEP? Is the contingency adequate for risks?
8. Is the documentation required by DOE Order 413.3B for CD-3 complete?

- **Findings**
- **Comments**
- **Recommendations**



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- **Findings**
- **Comments**
- **Recommendations**



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- **Findings**
 - **Comments**
 - **Recommendations**



1. Do the proposed technical design and associated implementation approach satisfy the performance requirements? How has the project team ensured that the subsystems will be fully integrated? Are the CD-4 goals reasonable and well defined?
 3. Is the management structure and resources adequate to deliver the proposed technical scope within the baseline budget and schedule as specified in the PEP?
 4. Is the documentation required by DOE Order 413.3B for CD-2 complete?
 6. Has the project responded satisfactorily to the recommendations from the previous independent project review?
 7. Is the detailed design sufficiently mature so that the project can commence procurement and fabrication? Are the current project cost and schedule projections consistent with the baseline cost and schedule in the PEP? Is the contingency adequate for risks?
 8. Is the documentation required by DOE Order 413.3B for CD-3 complete?
- **Findings**
 - **Comments**
 - **Recommendations**



3. Is the management structure and resources adequate to deliver the proposed technical scope within the baseline budget and schedule as specified in the PEP?
 4. Is the documentation required by DOE Order 413.3B for CD-2 complete?
 5. Are ES&H aspects being properly addressed given the project's current stage of development?
 6. Has the project responded satisfactorily to the recommendations from the previous independent project review?
 7. Is the detailed design sufficiently mature so that the project can commence procurement and fabrication? Are the current project cost and schedule projections consistent with the baseline cost and schedule in the PEP? Is the contingency adequate for risks?
 8. Is the documentation required by DOE Order 413.3B for CD-3 complete?
- **Findings**
 - **Comments**
 - **Recommendations**



1. Do the proposed technical design and associated implementation approach satisfy the performance requirements? How has the project team ensured that the subsystems will be fully integrated? Are the CD-4 goals reasonable and well defined?
 2. Is the cost estimate and schedule consistent with the plan to deliver the technical scope? Is the contingency adequate for the risk?
 3. Is the management structure and resources adequate to deliver the proposed technical scope within the baseline budget and schedule as specified in the PEP?
 4. Is the documentation required by DOE Order 413.3B for CD-2 complete?
 6. Has the project responded satisfactorily to the recommendations from the previous independent project review?
 7. Is the detailed design sufficiently mature so that the project can commence procurement and fabrication? Are the current project cost and schedule projections consistent with the baseline cost and schedule in the PEP? Is the contingency adequate for risks?
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- **Findings**
 - **Comments**
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PROJECT STATUS		
Project Type	MIE / Line Item / Cooperative Agreement	
CD-1	Planned:	Actual:
CD-2	Planned:	Actual:
CD-3	Planned:	Actual:
CD-4	Planned:	Actual:
TPC Percent Complete	Planned: _____%	Actual: _____%
TPC Cost to Date		
TPC Committed to Date		
TPC		
TEC		
Contingency Cost (w/Mgmt Reserve)	\$ _____	_____ % to go
Contingency Schedule on CD-4b	_____ months	_____ %
CPI Cumulative		
SPI Cumulative		



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